

FTP Instructions for KDE School Photos for Macintosh



First create a folder named (pics) on your desktop for the school picture(s) and copy them into that folder. Please use the following naming conventions:

NOTE: The file names for each photo are a combination of the district number and the school number, separated by an underscore.

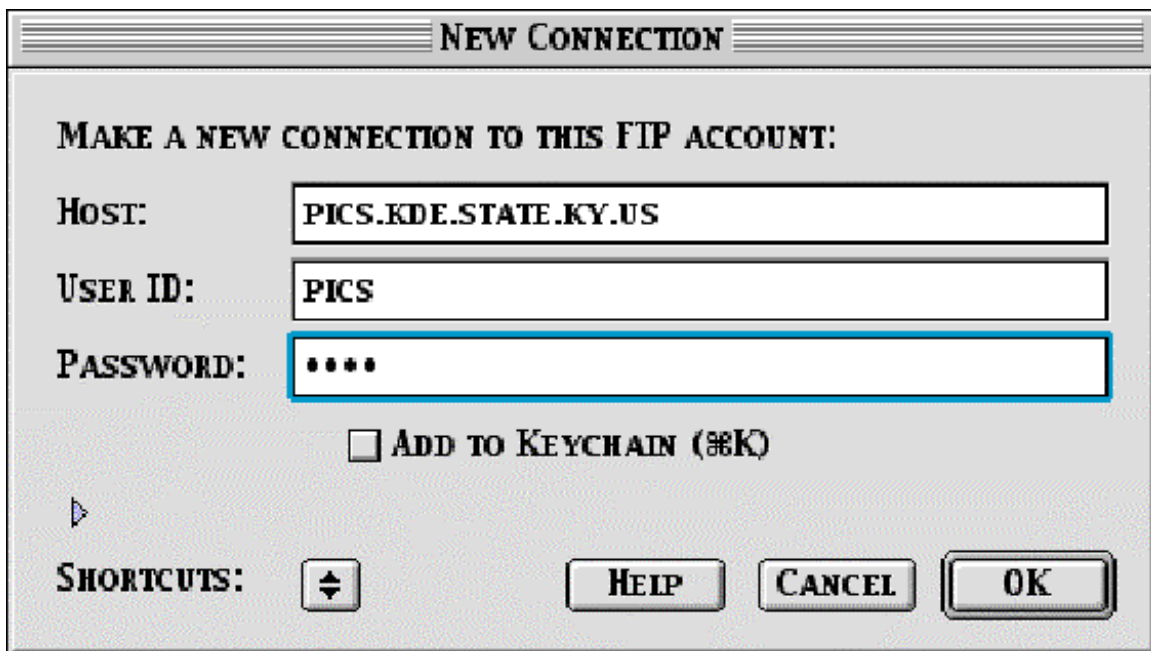
Example: 141_080.tif for Cumberland Co. HS

Once you have verified that your photo(s) is listed in the directory you will start an FTP session and transfer the file(s) to the KDE FTP server. Follow the steps below to complete this process.

Next start an FTP Client such as "Fetch". If you require a copy of Fetch, it can be downloaded from Apple's Web Site:

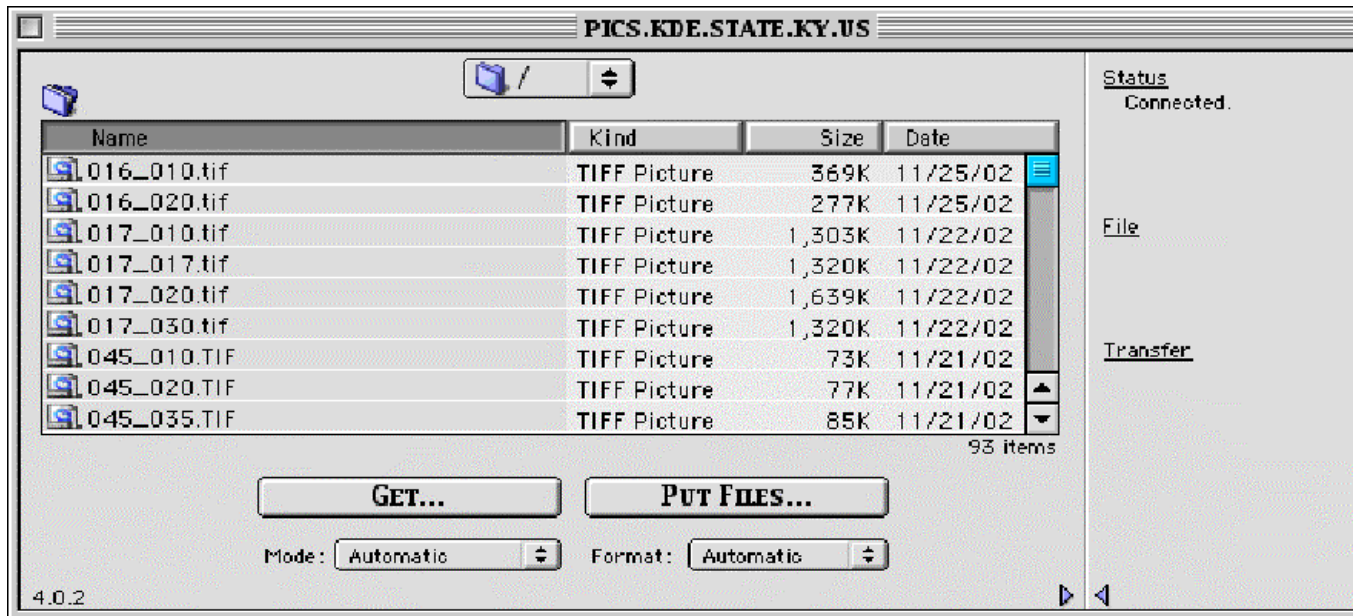
http://www.apple.com/downloads/macosx/internet_utilities/fetch.html

To open Fetch, locate the Fetch Folder and run the executable from its folder.



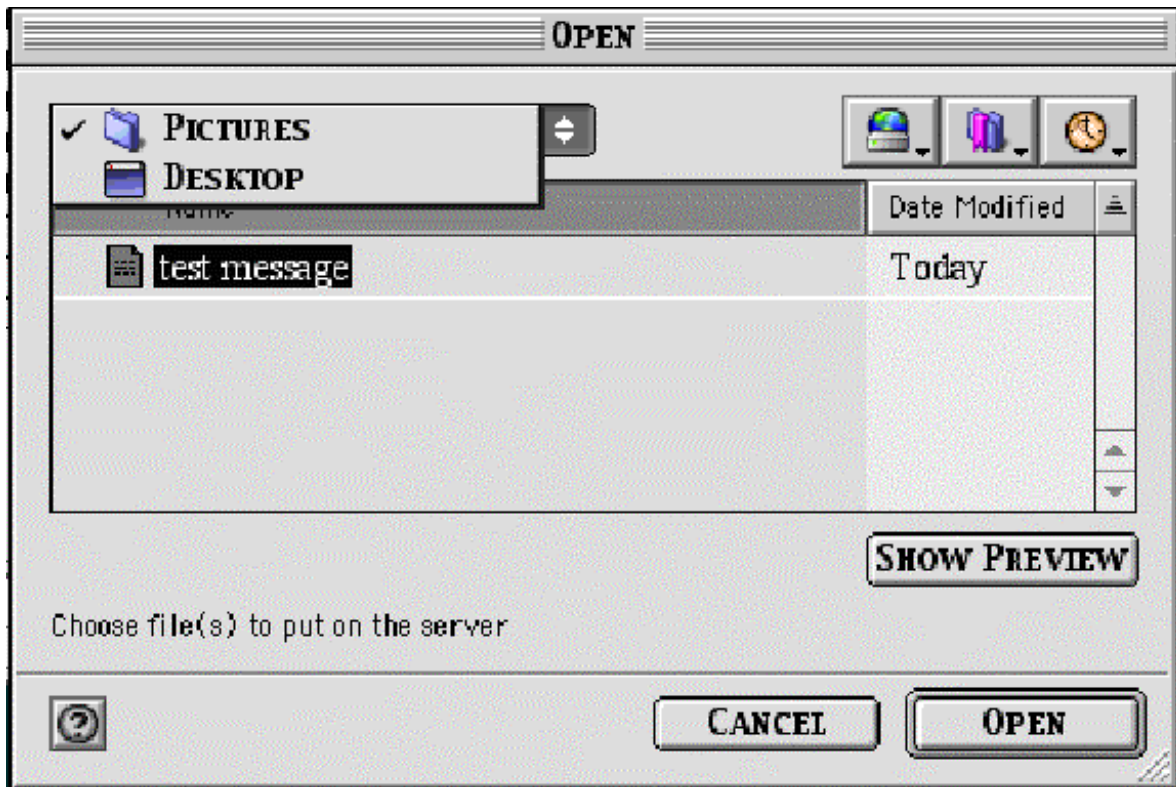
- Connect to ftp site by typing in the following entries.
 - Server name: pics.kde.state.ky.us
 - User Name: [pics](#)
 - Password: [picture](#)
- Click ok

Once you click ok, you will connect to the ftp site and will see a box similar to this:

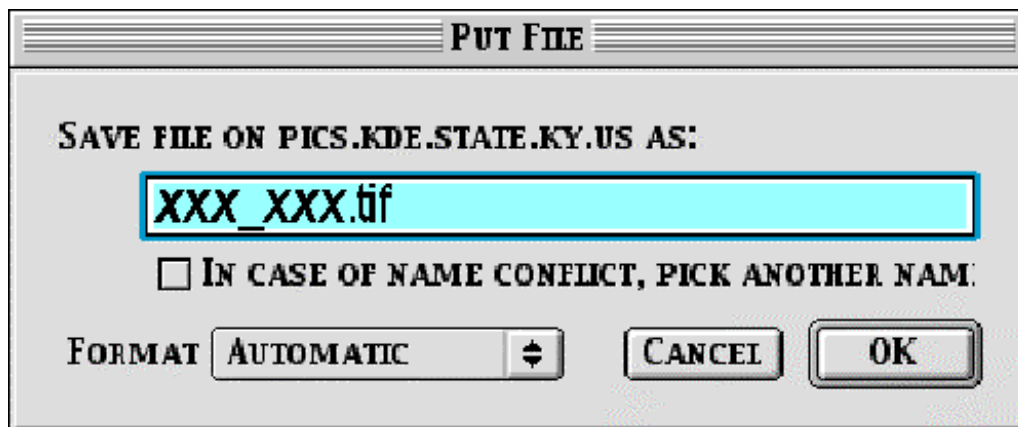


- Select mode to [Binary](#)
- Select format to be [automatic](#)

Click put files and you will get a box shown like this:



- Click the drop down box and select the desktop and browse to the folder that you created called pictures
- Select the file you wish to upload
- Click [open](#)
- You will get a box similar to this



- Verify file name and click [OK](#).

Exit Fetch when you have completed your file transfers. If you experience difficulty or have questions, please contact the KETS HelpDesk @ 866-538-7435. Thank you.